



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: August 26, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement August 30, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, September 13, 2016**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

ET IV (2 pos)

Railroads/Permits/Utilities Technician
Region 5/District 9/Program Development
Office of Highways Project Implementation
Carbondale

Attachments
40932

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Tuesday, September 13, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

| | | | |
|-------------------------|--|------------------------|---|
| Classification: | Engineering Technician IV (2 positions) | Salary Range: | \$4,695 - \$8,775 |
| Position Title: | Railroads/Permits/Utilities Technician | Union Position: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Position Number: | PW014-23-59-304-30-01 | IPR#: | 40932 |

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 5/District 9/Bureau of Program Development/2801 W Murphysboro Rd, Carbondale, IL

Description Of Duties:

This position is accountable for assisting the Project Support Engineer by performing Railroad coordination including agreements, issuing utility permits, and arranging adjustments of utilities necessitated by proposed highway improvements; collecting field data, performing inspections, contacting/coordinating with all involved parties; and completing all necessary filing of data in accordance with departmental policies.

Special Qualifications:

Required:

- A valid drivers' license
- Extensive districtwide travel and occasional statewide; and overtime during nights and weekends

Desired:

- An Associate Degree from an accredited two-year civil engineering technology program. Knowledge, skill and mental development equivalent to the completion of two years of college in pre-engineering or civil engineering technology
- Eight years' experience in performing a variety of technical tasks related to subsurface engineering, of which at least four years should be related to civil engineering
- Experience dealing with utility companies, railroads, and construction issues
- Strong working knowledge of construction techniques; and strong judgement, communication and planning skills
- Experience with electronic surveying
- Working knowledge of MS Office Software

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

****This position requires the ability to work in confined spaces, climb steep terrain, wade in water, deal with insects, rodents and snakes, and perform outdoor work in a variety of conditions including, but not limited to, inclement weather (hot, cold, wet, windy, muddy), active construction sites and roadways open to traffic.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

| | | | |
|---------------------|------------------------|-------------------------|---|
| DATE: | October 2015 | POSITION: | Railroads/Permits/Utilities Technician |
| APPROVED BY: | <u>Jeffrey L Keirn</u> | OFFICE/DIVISION: | Highways, District 9, Program Development |
| CODE: | PW014-23-59-304-30-01 | REPORTS TO: | Project Support Engineer |

Position Purpose

This position is accountable for assisting the Project Support Engineer by performing Railroad coordination including agreements, in issuing utility permits, and by arranging the adjustments of utilities necessitated by proposed highway improvements. This position also assists by collecting field data, performing inspections, contacting/coordinating with all involved parties, and by completing all necessary filing of data in accordance with policies of the Department.

Dimensions

| | |
|---|--------------------|
| Number of Utility Adjustments: | 50-80 per year |
| Contract Value of Utility Adjustments: | \$1-3 million |
| Number of Railroad Crossing Inspection Reports: | 50 per year |
| Number of Railroad Agreements: | 4-6 per year |
| Contract Value of Railroad Agreements: | \$400,000 per year |
| Permits Issued Annually: | 400 |
| Dollar Value of Permit Work: | \$5-\$10 Million |
| Subordinate Personnel: | 1-2 temporary |

Nature and Scope

This position reports to the Project Support Engineer. There are no permanent subordinates reporting to this position although temporaries may be assigned in the winter and as required by the workload.

This position may assist by reviewing utility and railroad plans and estimates of cost. The incumbent may also prepare agreements and coordinate completion of the adjustments in a timely and thorough manner so that transportation facility improvements may be accomplished on schedule. At the discretion of the Project Support Engineer, the incumbent may deal directly with outside sources on such routine matters as reviewing, issuing, and inspecting the permit work of utilities and railroad improvements and assuring proper performance and qualifications for State or Federal reimbursement.

Typical problems faced by the incumbent include supplying the Project Support Engineer with relevant data regarding the existence of utilities within the close proximity to State maintained highways in the District and directing utilities/railroads to follow good engineering practices and comply with established state policies even though it may increase the cost of their project. The greatest challenge facing the incumbent is to accomplish assigned projects without compromising the safety of the motoring public or restricting the Department's continued maintenance operations or planned future use of its right-of-way largely through external agencies and concurrently ensure that the Project Support Engineer is aware of problems which may impact upon the timely propagation of work.

The incumbent is personally responsible for compiling and maintaining up-to-date file data pertaining to utility locations from a variety of sources including personal surveys of rail, telecommunication, electrical, gas, oil, water and sanitary sewer services. Such data minimizes the risk of having inaccurate location information resulting in time consuming relocations or adjustments.

The incumbent schedules with railroads/utilities to make inspections for correction of deficiencies of any work performed upon State highway system. They may also coordinate railroad/utility improvements with the proposed highway construction projects. The incumbent may also compile data for preparing utility and railroad agreements, railroad reports and I.C.C. hearings, and be responsible for assembling and furnishing highway plans to utility companies for use in preparing their adjustments. In addition, this position may also be responsible for reviewing utility adjustment plans and estimates to assure they are accurate and comply with State and Federal policies; maintains a status report on all utility jobs; prepares and/or reviews utility cost studies for proposed utility adjustments. This position may be responsible for processing utility permit requests made by commercial establishments, local governments, and public utilities. Processing utility permits involves reviewing permit requests and communicating Departmental requirements to the permit applicant to insure compliance with IDOT policies. An incumbent must have a wide variety of design and construction experience, be familiar with utility plans and utility construction procedures, and be knowledgeable of the Department's current and proposed multi-year construction program. If directed the incumbent personally performs such functions as reviewing all permit requests, delegating permit requests to temporary subordinates for processing; conducting field investigations, progress inspections and final inspections; preparing formal permit applications and drawings; approving permits; monitoring all permit requests to ensure timely action; and, maintaining a filing system for all issued permits.

The incumbent has broad authority to resolve problems arising within his/her area of jurisdiction; however, the incumbent must keep superiors informed when controversial sensitive decisions are involved. In accomplishing the objectives of this position, the incumbent must have experience with highway construction plans and specifications and operate within prescribed design standards and specifications, Departmental policies, the Utilities Accommodations Policy, and Federal policy guidelines. This, in conjunction with input from the Project Support Engineer, serves as the basic restrictions to the incumbent's latitude in completing an assignment. Failure of a utility/railroad company to cooperate with the Department in the expeditious relocation/repair of a facility is a typical problem which would be referred to the Project Support Engineer for resolution or further action. This position requires a valid driver's license; extensive travel within the district and occasional outside the district, which could include overnight stays; occasional overtime during evenings and weekends; the ability to work in confined spaces, climb steep terrain, wade in water, and deal with animals, insects, rodents and snakes; and to perform outdoor work in a variety of conditions including, but not limited to, inclement weather (hot, cold, wet, windy, muddy), active construction sites, and roadways open to traffic.

Within the Department, the incumbent is in occasional contact with the Central Bureau of Design/Operations regarding utility and railroad work to discuss policy interpretations and variances of policy to ensure Departmental policies are achieved. Within the District, the incumbent maintains communication within the Bureaus of Project Implementation, Operations and Program Development in order to assist in properly coordinating utility/railroad work with current projects. The most frequent outside contacts are utility companies, municipalities, consultants, railroad personnel, and other agencies. Extensive travel is required within the District.

The effectiveness of this position can be evaluated by the quantity and accuracy of assignments completed by the incumbent in a manner which enables relocation or adjustment of utility facilities, completion of railroad improvements in a timely manner, and by observing the amount of time it takes the unit to process permits and how well those permittee's follow IDOT policies and procedures. Another method of evaluation is feedback from the permit applicants.

Principal Accountabilities

1. Compiles and maintains data necessary for the preparation of utility and railroad agreements/permits, railroad reports, and I.C.C. hearings.
2. Assists the Project Support Engineer in arranging the adjustment of utilities necessitated by proposed highway construction.
3. Collects and shares data in an efficient organized manner.
4. Understands, assembles and furnishes highway plans and other related data to utility companies to be used in preparation of their adjustments.
5. Conducts field inspection to verify work of utilities and Railroads to ensure proper performance and qualification for State or Federal standards.
6. Coordinates utility permit requests in accordance with departmental policies in a timely manner.
7. Maintain a professional relationship with the public utility companies.
8. Performs other duties as assigned.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees